

Oregon Republican Party C00153031

This memo is regarding the 30 Post General Amendment filed 6-17-05

The Oregon Republican Party's procedure for requesting a contributor's employer/occupation for the 2004 election cycle is as follows:

- 1: The ORP includes a reply card with all fundraising mail. This reply card states clearly the FEC regulations as for anyone who contributes \$200 or more per year must provide their employer & occupation to the ORP. The mailer also includes a business reply envelope for the contributor to return this information to us.
- 2: The ORP sends a letter requesting the employer/occupation information to all contributors who have not provided this information with their original contribution. This letter clearly states the FEC regulations for this information. The letter does not ask for any additional contributions only for the employer/occupation information. Included with the request letter is a form for them to fill in the information needed and a business reply envelope for them to return it to the ORP. This letter is mailed to the contributor within 30 days of receiving the contribution.
- 3: Once the information is received by the party it is recorded and included in the next amendment filed with the FEC.